

Membership Platform Club Admin Help



CLUB ADMIN

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WHAT DO WE MEAN BY?

Some terms used on the digital platform are a little different to the way we might normally use them, so this is what it means by.....

Club Administrator

The person in your club responsible for the administration of this system, if you are reading this it's probably you

Registered User

Someone who has registered on the BDA platform but not yet taken out membership, these people may be shown in your club

BDA Members

Someone who has registered on the BDA platform and paid for individual BDA membership

Club Members

Someone who has registered on the BDA platform and has been approved to add your club to their profile, they may not be BDA members

Club Affiliation

Your club's BDA membership which provides your insurance and entry into the National League

Qualification

A BDA coaching or helming qualification

Credential

A non-BDA certificate that may be required as part of a coaching qualification, such as a DBS check, or which might be useful to your club, such as First Aid or a RYA Level 2 launch driving certificate.

Team

A crew you enter in a race event, such as a mixed crew, an open crew or a second crew

Roster

A list of people in your team, what we would call a Crew List

FREQUENTLY ASKED QUESTIONS?

Why does a qualification or credential show as “In Progress”?

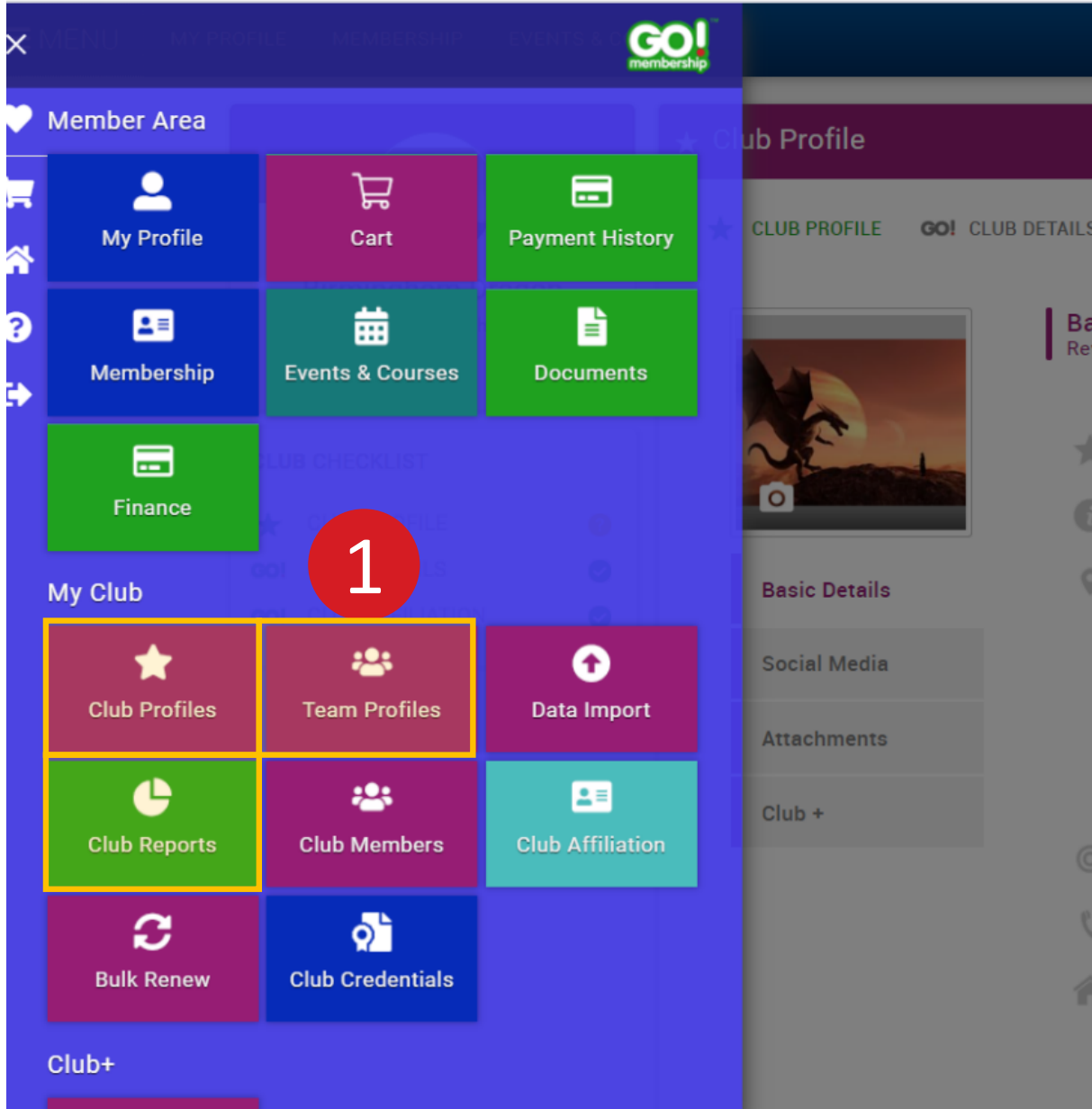
The qualification has not been approved by the BDA or you need a DBS certificate that has not been uploaded

Why can I not see a member in my club who I know is already a BDA member?

Members must explicitly consent to sharing their data with you as a Club Admin. They do this by logging into the system and then selecting a club. If they have not selected your club you will not see them on your Club Members list. You [can invite them](#) to become a member of your club.

I share an email address with another member of my family, how does this work on the system?

You can share an email address with another member, however you will both need separate usernames so you can login to the two accounts separately. Most members use their email address as the username, but this can be changed when a member registers or in their profile afterwards. If you want to administer the account on someone's behalf, you can create a family which will allow each member to see and change the details of everyone in that family.



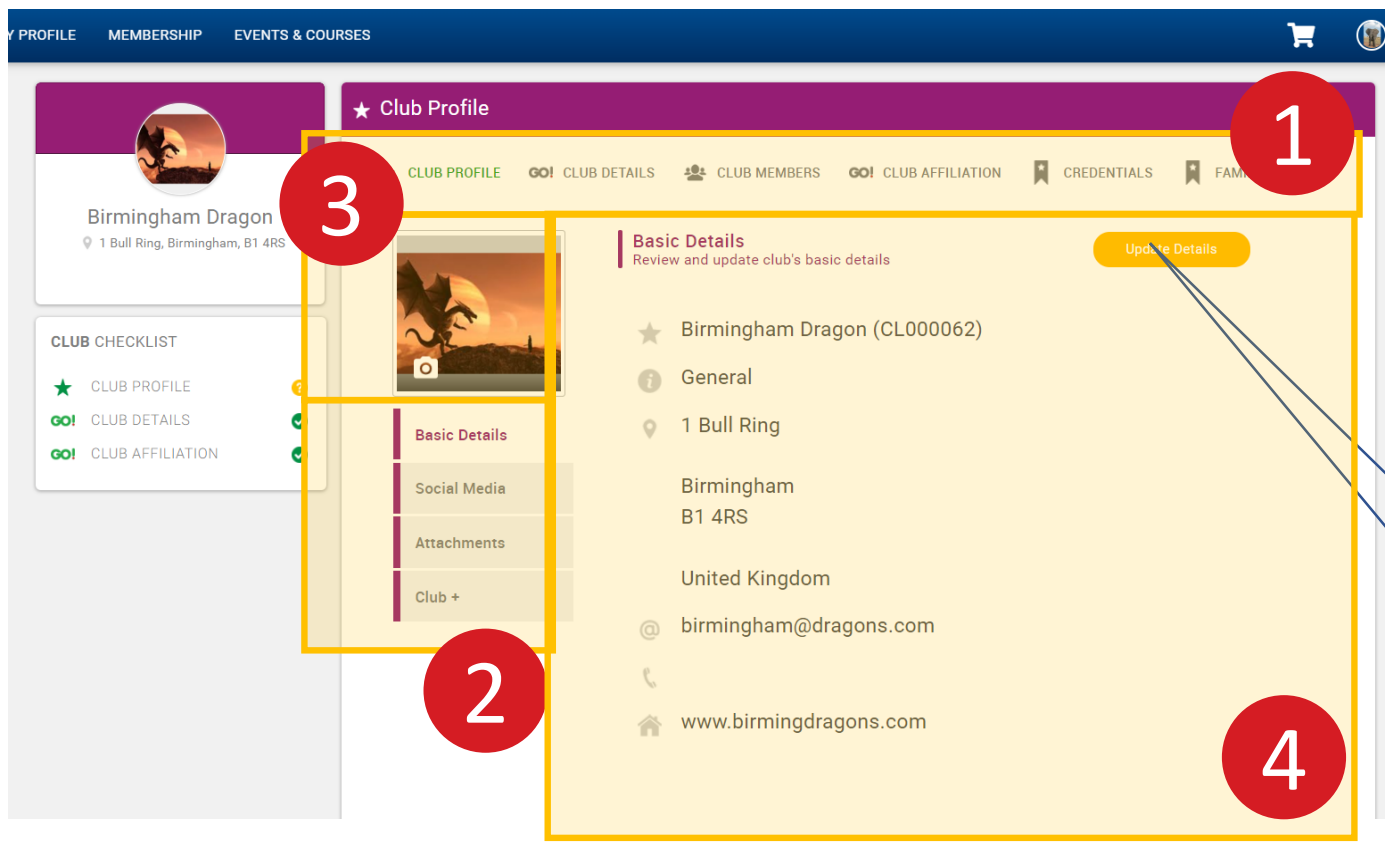
CLUB ADMIN MENU

- 1 My Club menu

Club Admin Menu

When you are made a Club Admin for your club you will see the My Club section of the menu.

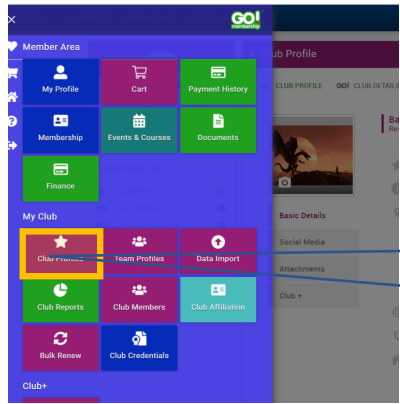
Club profiles, team profiles and club reports contain unique information. Information in the other tiles can be accessed through those three tiles as well.



CLUB PROFILE

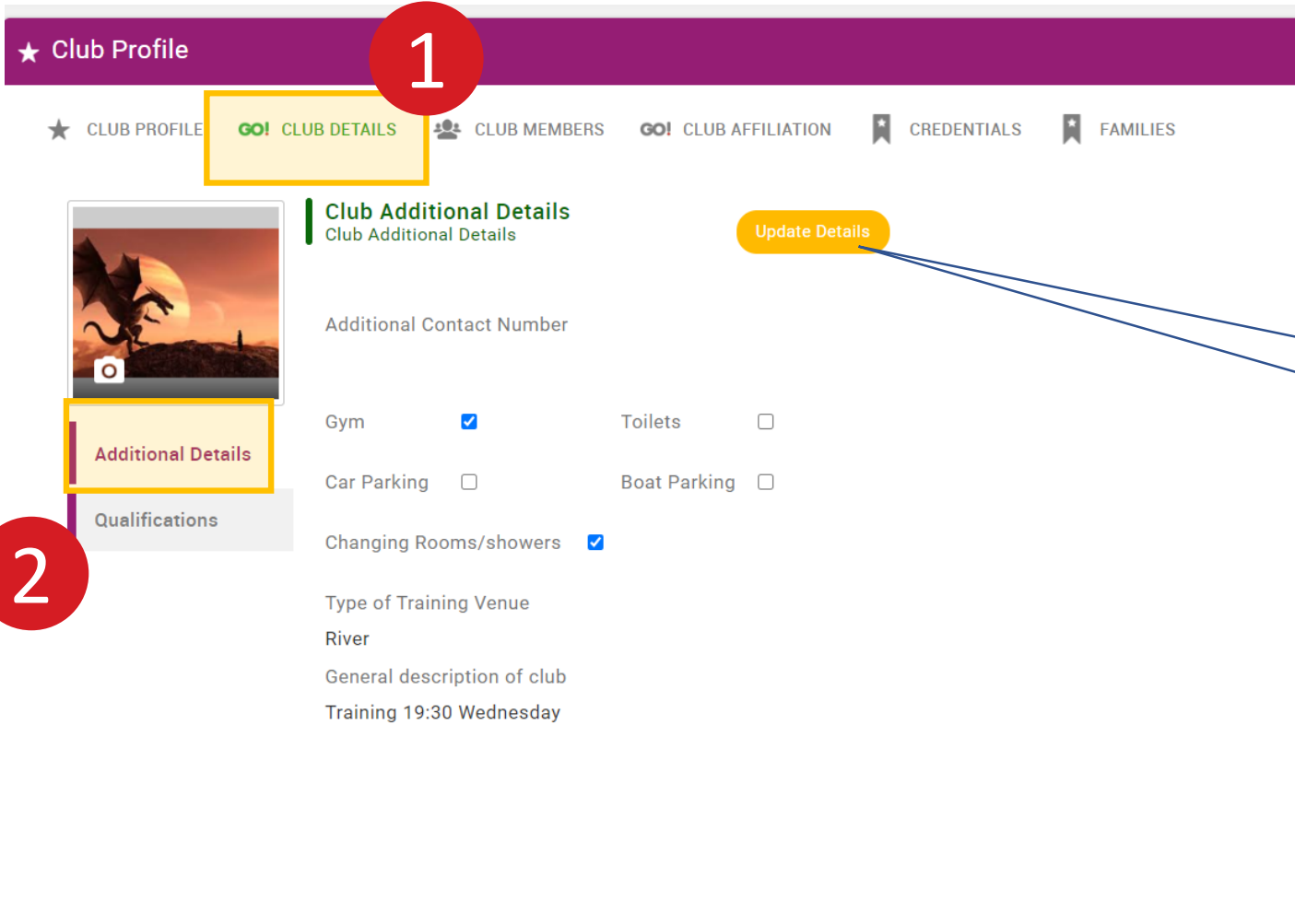
- 1 Main menu
- 2 Sub-menu
- 3 Change profile picture
- 4 Change profile information

Click here to update the **Basic Details**



Click **Club Profiles** to access this page

Basic Details
Information here will be shown on the Club Finder on the public BDA site. The email address should be the one you want enquiries from the BDA site to be sent to



CLUB ADDITIONAL DETAILS

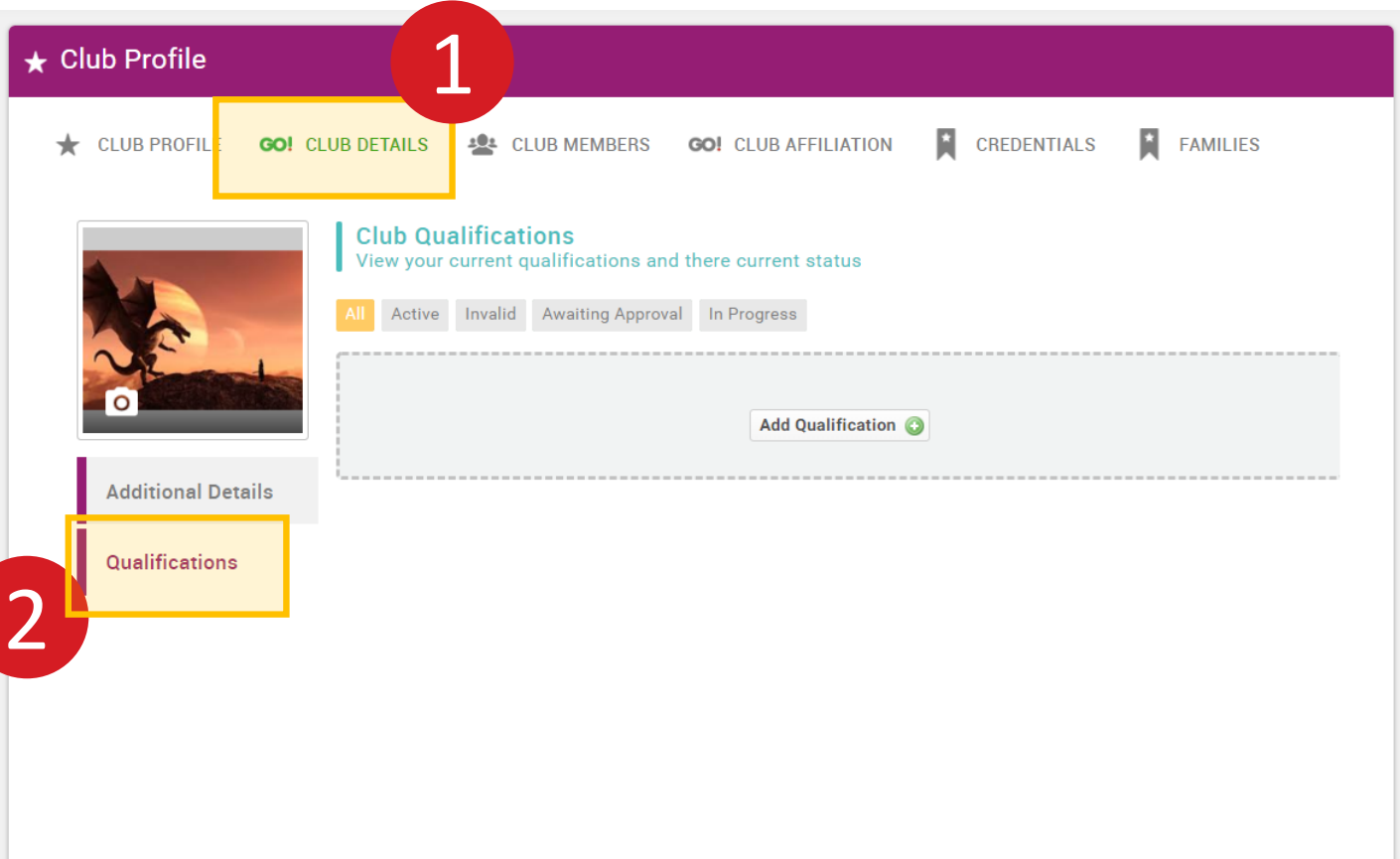
- 1 Click Club Details Menu
- 2 Click Additional Details Menu

Click here to update the **Additional Details**

Additional Details

Information here will be used by the BDA to understand the clubs better and to collect information that may be required to apply for grants, promote the sport, assess race or training venues and ensure proper governance. Please fill in as much as you can.

If you have any concerns over the use of this information, please talk to us.



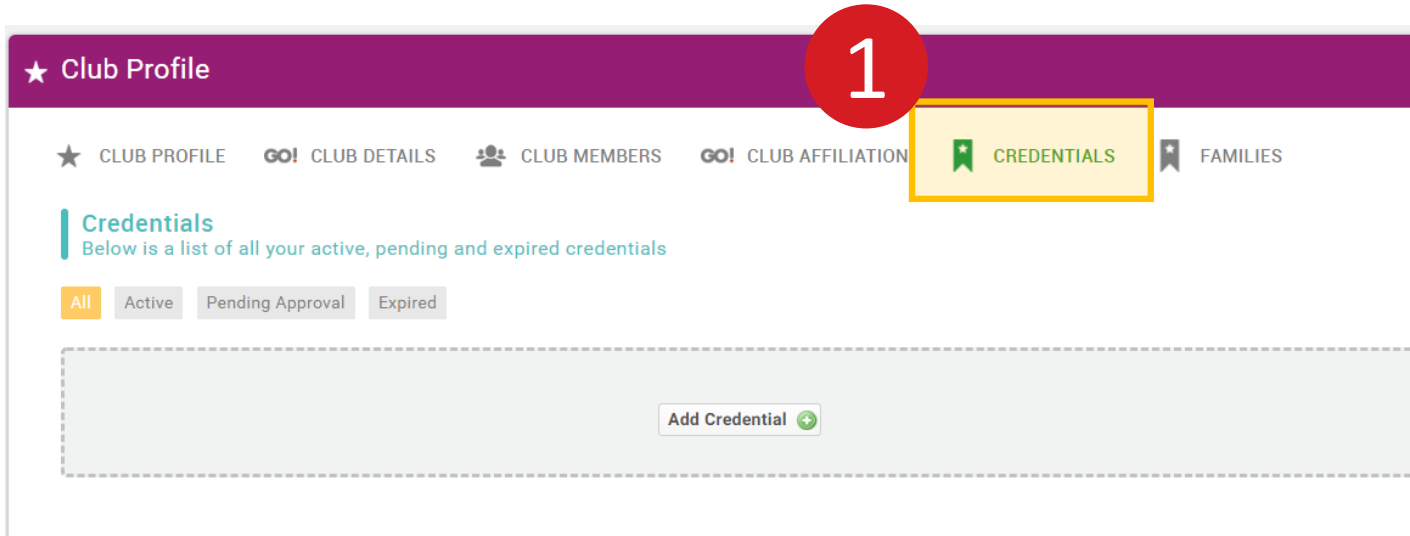
CLUB QUALIFICATIONS

- 1 Club Details Menu
- 2 Qualifications

Club Qualification

Note this is a club level qualification not an individual qualification such as a coaching qualification

We are not currently using club qualifications, but may use them in the future



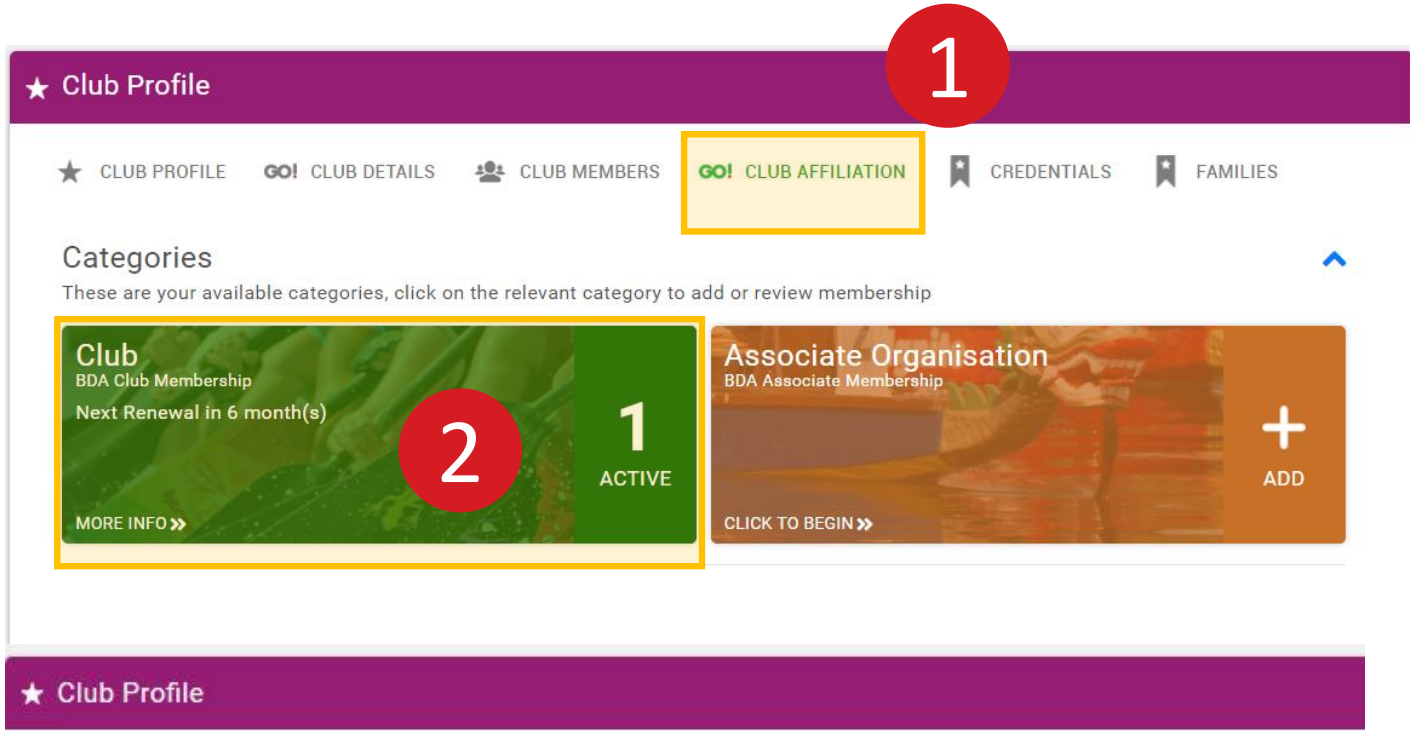
CLUB CREDENTIALS

1 Credentials Menu

Club Credential

Note this is a club level credential not an individual credential such as a DBS certificate

We are not currently using club credentials, but may use them in the future

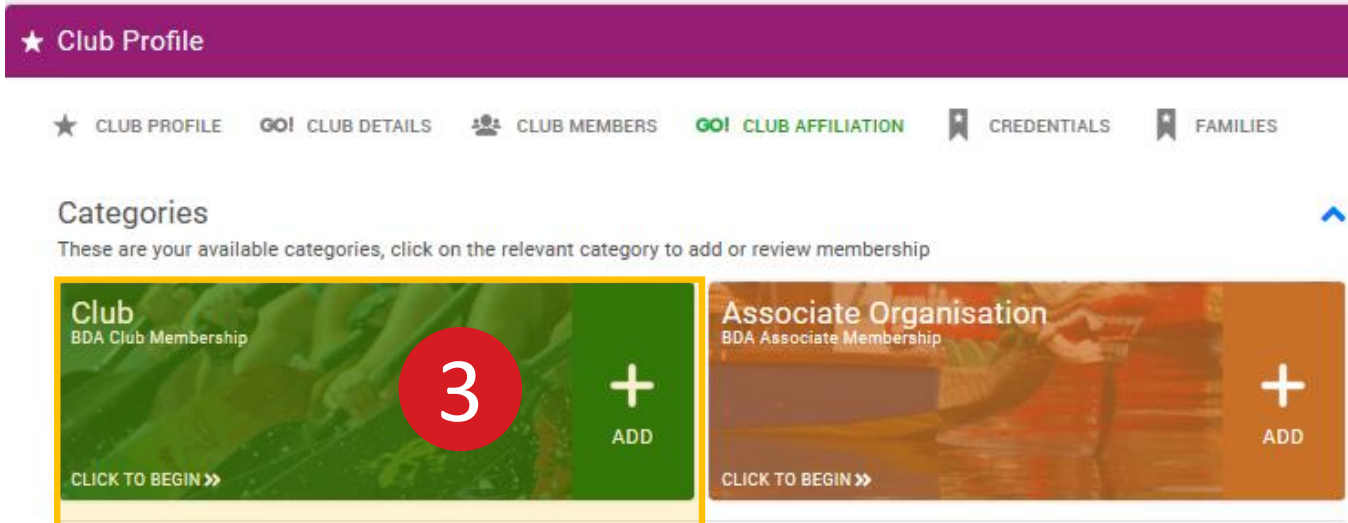


CLUB AFFILIATIONS

- 1 Club Affiliation Menu
- 2 Membership Paid
- 3 Membership not Paid
- 4 Click to take out membership

Club Affiliation

This is where you will see your club membership of the BDA. You will be able to renew the membership 30 days before it expires. See the next slide for the types of membership available.



Associate Organisation Affiliation


This is for watersports centres or similar organisations that want to affiliate to the BDA.

★ Club Profile

★ CLUB PROFILE GO! CLUB DETAILS 👤 CLUB MEMBERS GO! CLU

Categories > Club

£400



1

Benefits


- Public Liability cover for club related activities
- Indemnity cover for club related activities
- Abuse liability insurance
- Club shown on BDA club finder
- Club may vote on alterations to BDA constitution

First Crew

1 Year Membership

[More info](#)

£100



2

Benefits

- Run more than one crew in the same class at a National League or Cup event

Additional Crew

1 Year Membership

[More info](#)

CLUB MEMBERSHIP TYPES

1 First Crew

If you are only running one crew in any category, eg Open, Mixed or Women this is the only membership you need. This membership provides you with insurance for your club activities.

2 Additional Crew

If you are running more than one crew in any category, eg 2 x Open crews, you can choose to take out an additional crew membership. By taking out an additional membership you will benefit from the reduced entry fees to the event and entry for that crew into the National League. Alternatively you do not have to take out this membership and you can still race your second crew as a scratch crew, pay the higher entry fees and not have the crew in the National League.

Your club insurance is not affected by whether you take out additional crew membership or race as a scratch crew.

The screenshot shows the 'Club Profile' page for 'Birmingham Dragon'. The 'Club Members' tab is selected and highlighted with a red circle '1'. Below the navigation bar, there are buttons for 'Add Existing Member' and 'Add New Member', both highlighted with a red circle '4'. A search bar is also present. Below the search bar, there are four circular filters for 'All Members' (13), 'Adult' (5), 'Junior' (1), and 'No Membership' (7), with a red circle '2' over the 'All Members' filter. A 'Membership' dropdown menu is set to 'Membership'. Below this, a 'Summary by Membership' dropdown is visible. The main area contains a grid of member cards, each with a profile picture, name, email, membership status, and a list of roles. A red circle '3' is placed over the first member card, 'Slippy Snake'.

CLUB MEMBERS

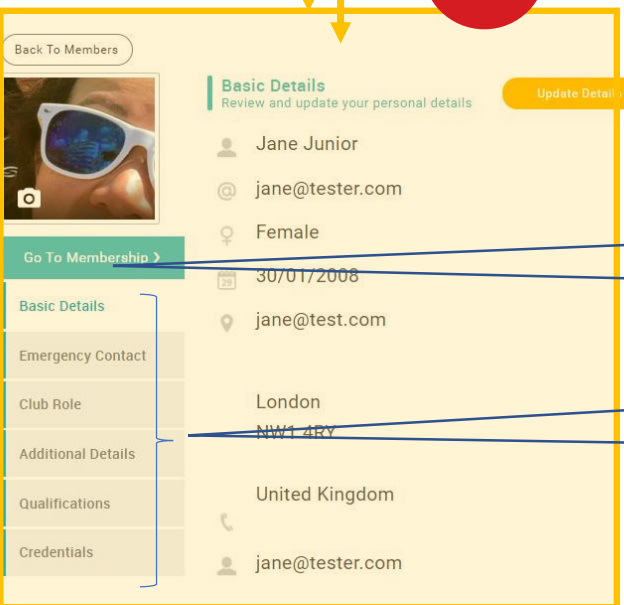
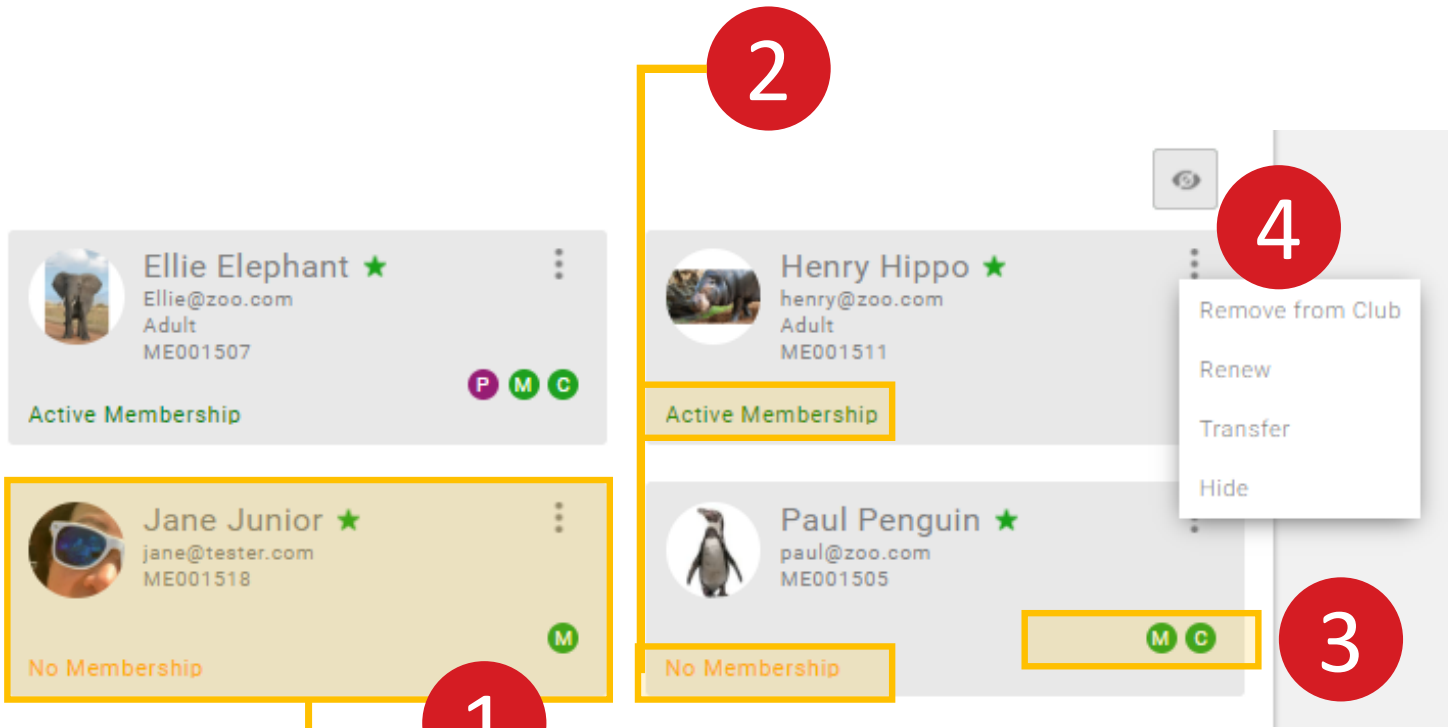
- 1 Club Members Page
- 2 Click to filter
- 3 List of club members and details
- 4 Add an existing or new registered user to the club

Club Members

This is where most of your club admin will be done from. For your members you can:-

- Change their details
- See their BDA membership status
- Buy and renew BDA membership
- Ask them to join your club
- Remove from your club
- Add a qualification
- Add a credential
- Assign a club role such as treasurer

You can also ask existing BDA members to join your club and add new members to your club if they have not yet registered on the system.



Click here to take out a **BDA Membership** for a member

Click here to update the **Member's Details**

CLUB MEMBERS' DETAILS

- 1 Click to edit a member's details. This is the same as for your own member profile including adding credentials and qualifications and taking out a membership for them.
- 2 BDA Membership Status
- 3 Club Role ([change](#))
 P – this is the member's primary club
 M – member
 C – club admin
 T – treasurer etc
 Hover over letter to see details
- 4 Click to access Remove, Renew, Transfer, Hide.
 A Club Admin is not required to transfer a member, they can choose to do it themselves or to join multiple clubs so if you are "borrowing" or "lending" a member for a race it is better for them just to temporarily add another club themselves.

Adult

Cost: £35. £20 if taken out after 31 July.

A discount of £10 will be applied if a day membership has already been bought in the current year.

Valid: 01 January – 31 December

Junior

Member must be under 18 on 01 January of the current year.

Cost: £25. £15 if taken out after 31 July.

A discount of £10 will be applied if a day membership has already been bought in the current year.

Valid: 01 January – 31 December

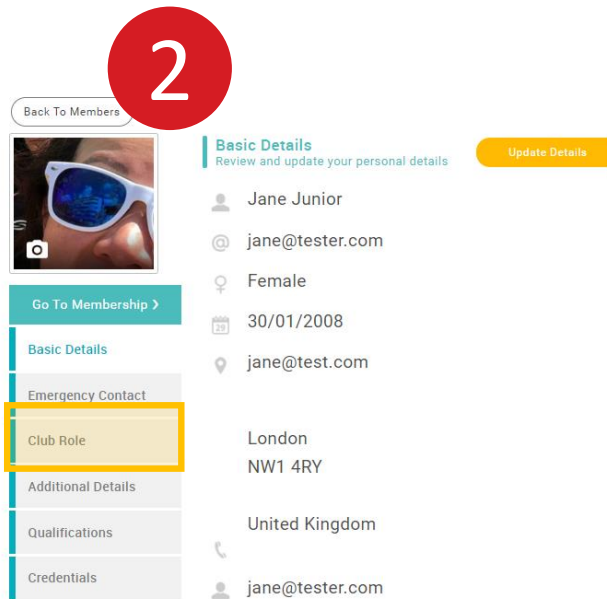
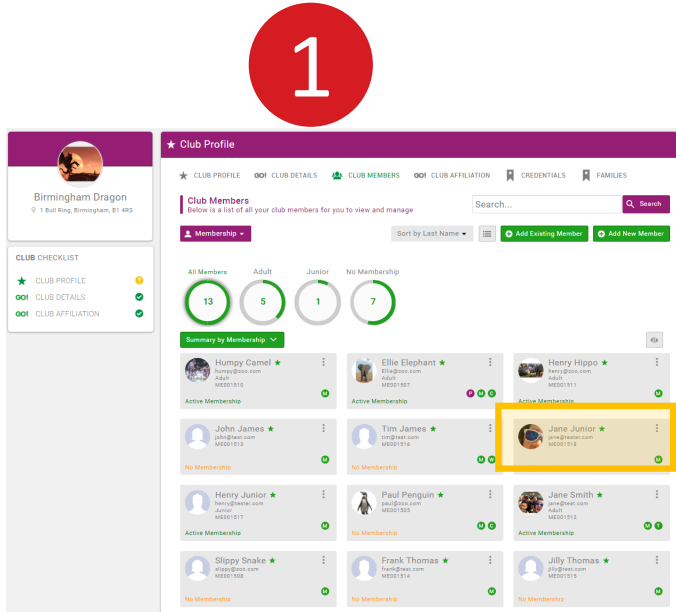
Non-members Race Day

Cost: £10

Valid: Day of race only

Only one day membership per registered member may be taken out each year.

If the member then joins the BDA the cost of day membership will be discounted.



CLUB ROLES

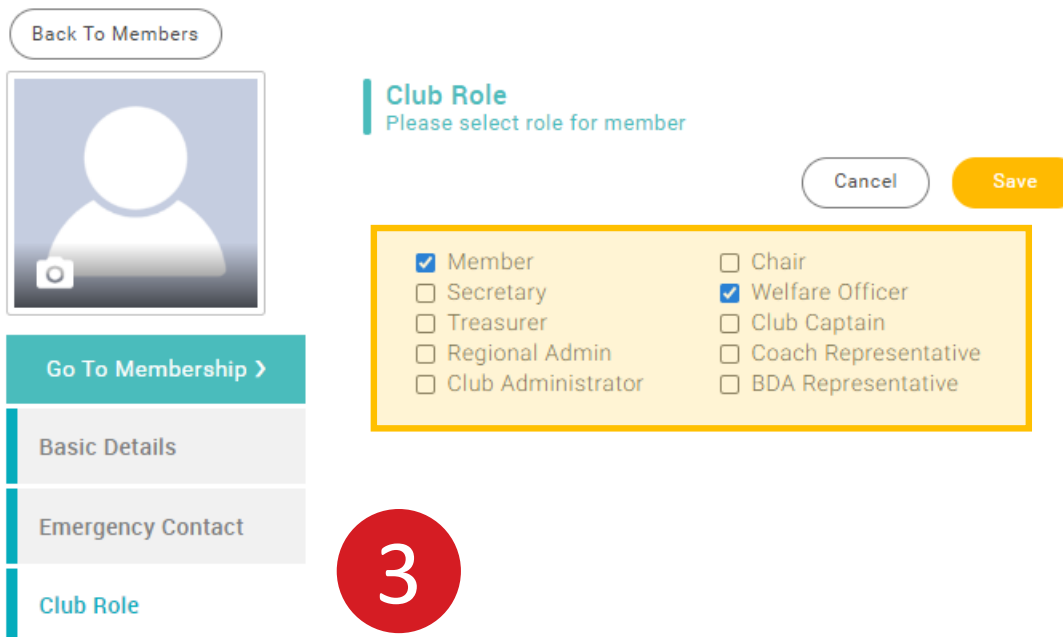
- 1 Click on member
- 2 Click on Club Role
- 3 Select Role(s)

Access Rights

Club Administrator – this role has permission to see and edit all club members’ details. We advise that at least two people in your club have this role. This role will receive all correspondence to the club from the BDA.

Other Roles - have no special access rights, but will be used for BDA communications, eg when the BDA wants to contact all club welfare officers.

Regional Admin is not used at present.



The screenshot shows the 'Club Profile' page with a navigation bar containing 'CLUB PROFILE', 'CLUB DETAILS', 'CLUB MEMBERS', 'CLUB AFFILIATION', 'CREDENTIALS', and 'FAMILIES'. The 'Club Members' section includes a search bar and two buttons: 'Add Existing Member' and 'Add New Member'. A yellow box highlights these buttons. Below, the 'Add Existing Member' form has two steps: Step 1 (Email Address) and Step 2 (Date of Birth or Membership Number). A red circle with the number '1' and an arrow points to the 'Add Existing Member' button. The 'Add member' form on the right has a red circle with the number '2' and an arrow pointing to it. A red circle with an 'X' is also present near the 'Add Existing Member' button.

ADD A CLUB MEMBER

- 1 Add a member who is already registered on the platform
Click to filter
- 2 Add a member who is not already registered on the platform

Adding Club Members

Adding members who are already on the platform requires you to know certain details. If you don't know these details you will need to ask the member to either give you the details or add themselves to your club.

To add a member who has not already registered you will need to know their personal details and have their permission to add them. It may be easier to ask them to register themselves.

★ Club Profile

★ CLUB PROFILE GO! CLUB DETAILS CLUB MEMBERS GO! CLUB AFFILIATION CREDENTIALS FAMILIES

Club Members
Below is a list of all your club members for you to view and manage

Search... Search

✓ Bulk Renew Membership ✓ Bulk Renew Transfer Requests(0)

11 5

Summary by Membership Select All | Deselect All

	Name	Email	Primary Club	Membership	Renewal
	Humpy Camel	humpy@zoo.com	No	Adult Expires: 31/12/2020	This membership cannot be renewed at this time.
	Ellie Elephant	Ellie@zoo.com	Yes	Adult Expires: 31/12/2020	This membership cannot be renewed at this time.
	Henry Hippo	henry@zoo.com	No	Adult Expires: 31/12/2020	This membership cannot be renewed at this time.
	Tim James	tim@test.com	No	No Membership	This member has no membership so cannot be bulk renewed.
	Jane Junior	jane@tester.com	No	No Membership	This member has no membership so cannot be bulk renewed.

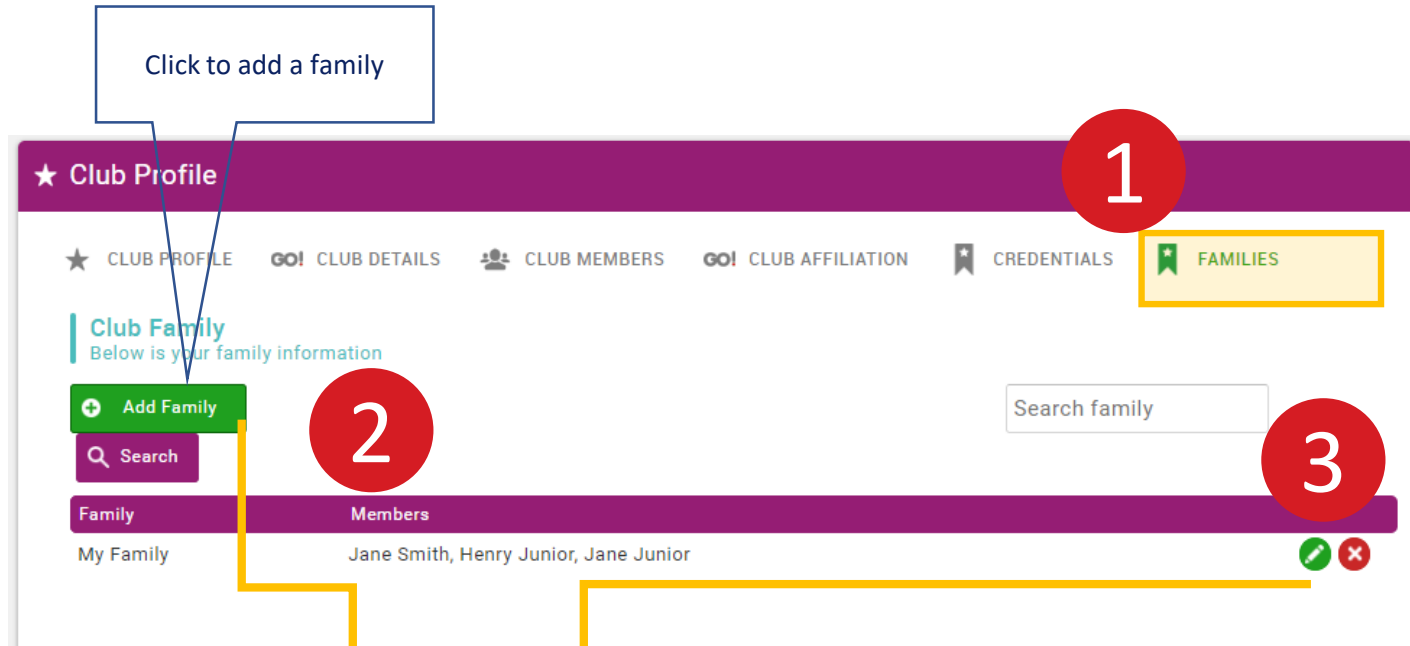
BULK RENEW BDA MEMBERSHIPS

- 1 You can renew club members' BDA memberships in one step by selecting Bulk Renew
- 2 You will then be able to select which members you want to renew.



Bulk Renew

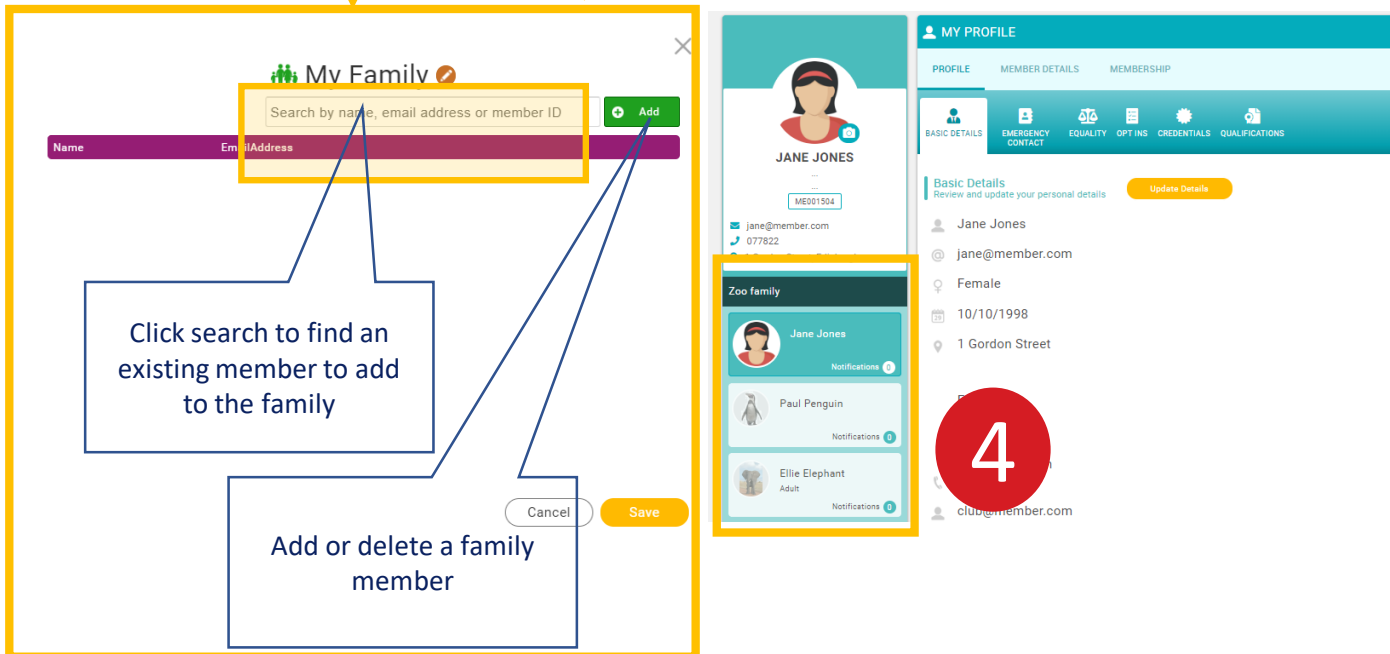
To be able to use bulk renew members must have already had a membership, you can not use it to take out new memberships.

Memberships become due for renewal 30 days ahead of expiry.



FAMILIES

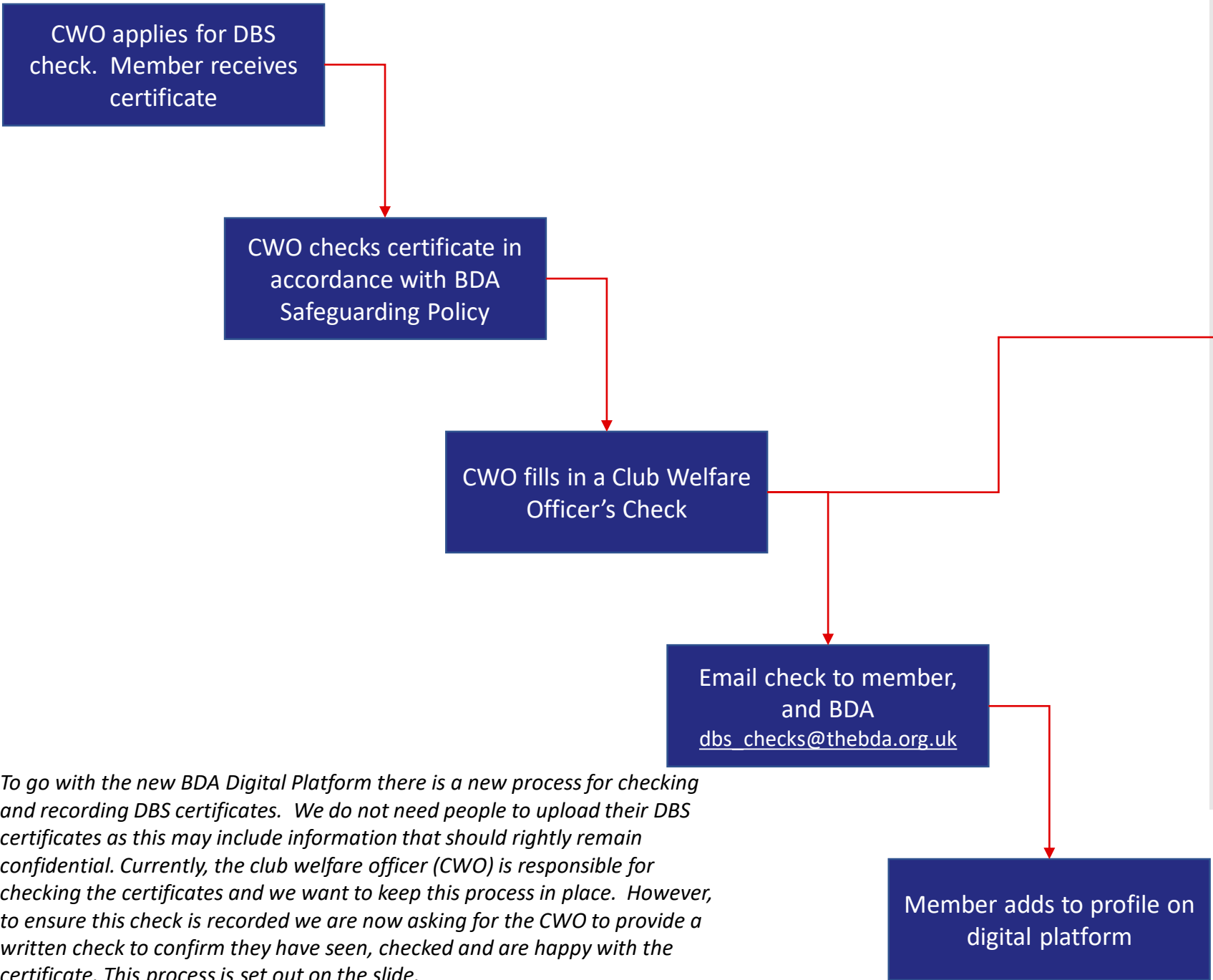
- 1 Family menu
- 2 Add a new family
- 3 Edit  or delete  a family
- 4 You will see your family members on your profile. Click to edit.



Families


Families can administer the accounts of anyone else in their family. It can be used for parents or partners to take out memberships on behalf of someone in their family.

To add someone to a family they must be registered on the platform and in your club.



To go with the new BDA Digital Platform there is a new process for checking and recording DBS certificates. We do not need people to upload their DBS certificates as this may include information that should rightly remain confidential. Currently, the club welfare officer (CWO) is responsible for checking the certificates and we want to keep this process in place. However, to ensure this check is recorded we are now asking for the CWO to provide a written check to confirm they have seen, checked and are happy with the certificate. This process is set out on the slide.

CLUB WELFARE OFFICER'S CHECK



**Disclosure and Barring Service Certificate
Confirmation of Club Welfare Officer's Check**

The British Dragon Boat Racing Association (BDA) requires certain dragon boat coaches to have a Disclosure and Barring Service (DBS) certificate as set out in the BDA Safeguarding Policy. These certificates are applied for and administered by the Club Welfare Officer. To ensure that Club Administrators and the BDA Welfare Officer have oversight of these certificates they need to be checked by the Club Welfare Officer and entered onto the BDA Digital Platform.

To ensure privacy of the information contained on those certificates the actual certificate does not need to be uploaded. It should be checked by the Club Welfare Office, any issues resolved in accordance with the BDA Safeguarding policy, this form be filled in, emailed to the member and copied to db_checks@thebda.org.uk. The member should upload the form to the credentials section of their profile.

Name _____

Issue Date _____

The certificate expiry date should be entered into the BDA digital platform as three years from the Issue Date

As the Club Welfare Officer I have reviewed the DBS certificate belonging to the above member and certify that I have followed the procedures set out in the BDA Safeguarding Policy.

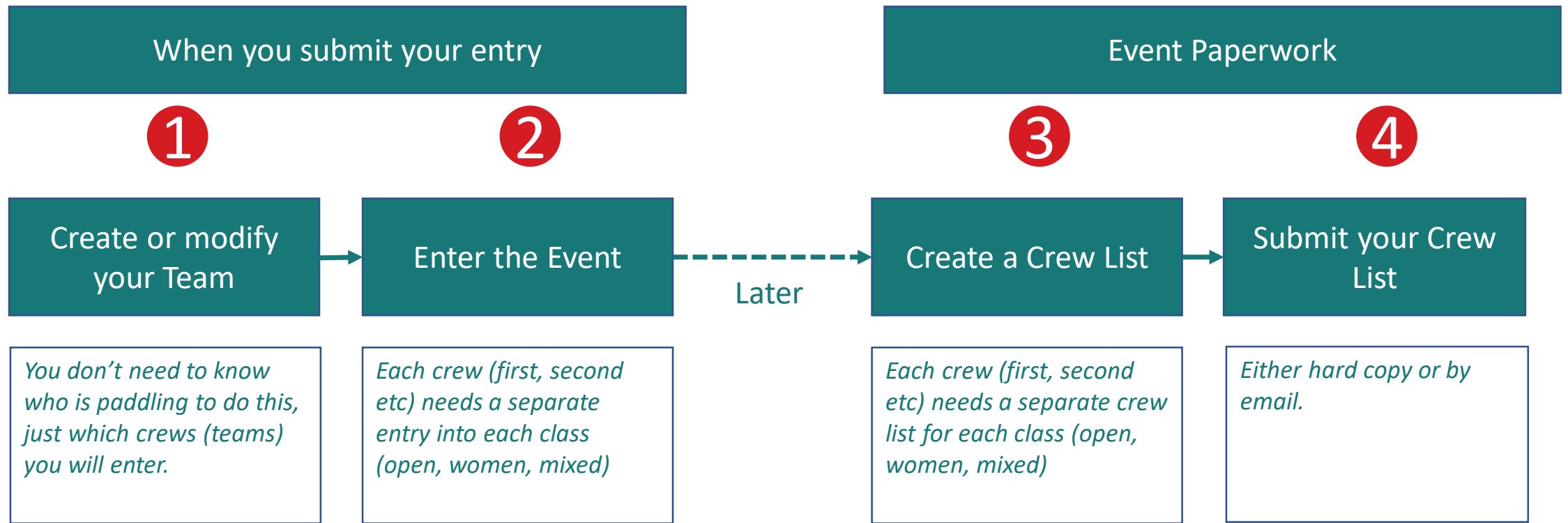
Club Welfare Officer Name _____

To download right click on form and select Adobe Document Object – Open

Or copy and paste the link below into your web browser:

<https://bda.azolve.com/WidgetService.mvc/Download?file=~%2FStore%2F%2FRepository%2F26%2F105877%2F154%2FWelfare%20officer%20check1.pdf>

Or [Click on this link](#) then select Documents > Club Welfare Officer DBS Check




Think ahead of the event.....

- Anyone who might be paddling, helming or drumming needs to be registered on the platform and a member of your club. They can do this anytime in advance and it's worth getting everyone on just in case.
- Everyone must either have BDA membership or take out Day Membership. BDA membership can be done anytime. Day memberships should be taken out between Monday and Friday of the week before the race. If you've either missed it or taken it out too early don't worry, get in touch and we can adjust it.
- If you are "borrowing" paddlers from another club for a race event they need to be attached to your club to allow you to put them on the crew list. Doing this well in advance will prevent a last minute panic when you come to do the crew list. Easiest to ask them to do it themselves.

The screenshot shows the 'Team Management' interface. On the left, there are two team profiles: 'Birmingham Dragon' and 'Brummie Open'. A red circle with the number '2' is placed over the '+ Add New Team' button in the 'Brummie Open' profile. In the center, there is a 'Basic Details' section for a team named 'Brummie Open'. A red circle with the number '3' is placed over the 'Update Details' button. Below this section, there are two callout boxes: 'Click here to Add a New Team' pointing to the '+' button, and 'Click here to Switch Between Teams' pointing to the 'Switch' button. At the bottom left, there is a navigation menu with a red circle and the number '1' over the 'Team Profiles' option.

TEAM MANAGEMENT

- 1 Select Team Profiles to access page
- 2 Click  to add a new team
- 3 Enter the details of the team

Team Management

Team management is for you to produce a Crew List for an event. It's not perfect, but it's better than it was before!

Please only set-up the teams you need. There is no way for a club to delete a team, though a BDA Admin can do it for you. You should re-use the teams for each event not set up new ones. You will need one team for each class you enter, eg open, mixed or women. If you have a second crew you will need one team for each class entered as well. For the Nationals you will need to separate them by days. At the end of the year we will delete all teams to let you start afresh. See next slide for example.

LEAGUE RACE ONE

Events to be entered

- Open
- Women

Set up both crews as new crews

EVENT FOUR

Events to be entered

- Open
- Women

Re-name the Mixed A as Open

Re-use the women's crew

Remove all paddlers from Mixed B

LEAGUE RACE 2

Events to be entered

- Mixed
- Women

Rename "Open" as "Mixed"

Re-use the women's crew

NATIONALS

Events to be entered

- Open 500m and 200m
- Mixed 500m and 200m
- Women 500m and 200m
- Senior

Re-name "Open" as "Open 500m"

Re-name "Women" as "Women 500m"

Re-name "Mixed B" as "Open 200m"

Set up new crews for the remainder

LEAGUE RACE 3

Events to be entered

- Mixed A
- Mixed B
- Women

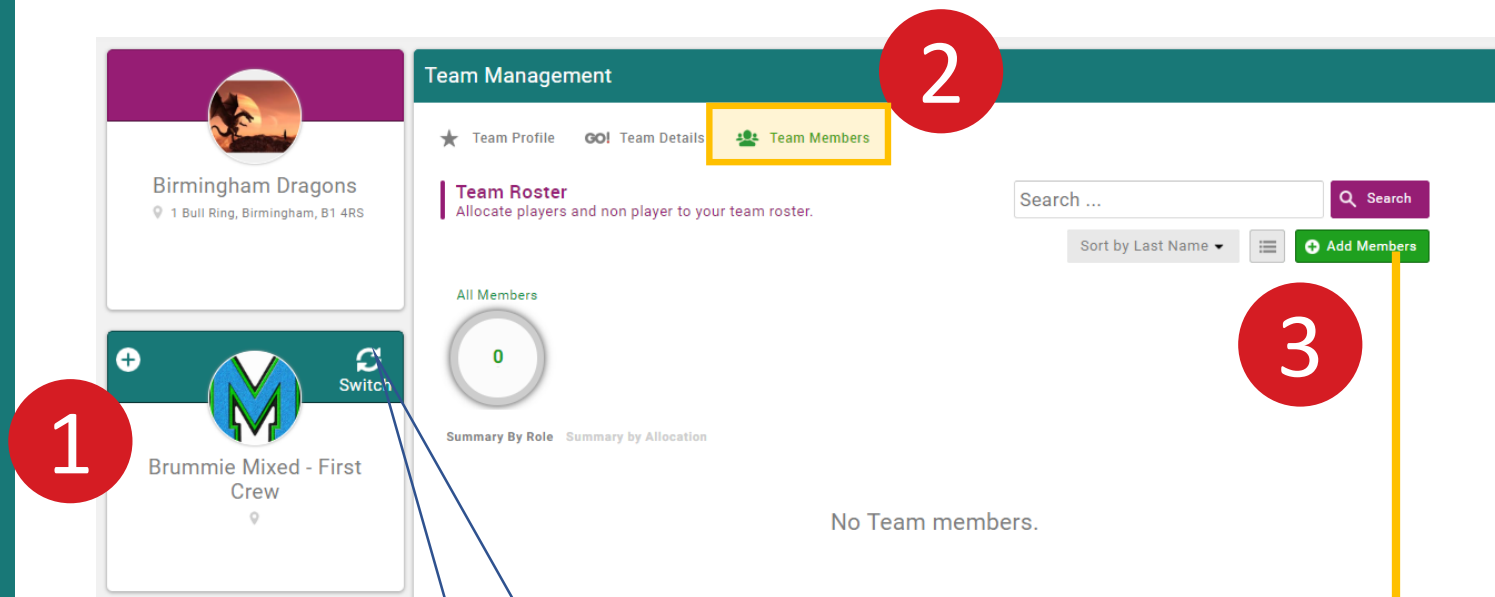
Re-name "Mixed" crews as Mixed A

Set up a new crew as Mixed B


Re-use the "Women"

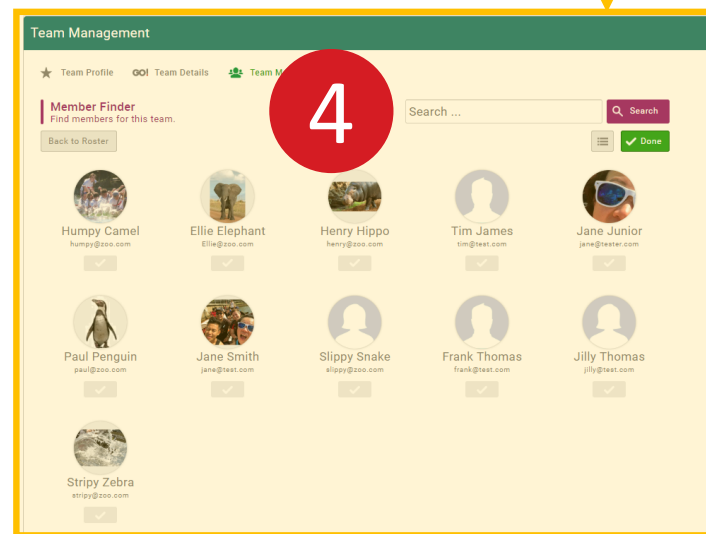
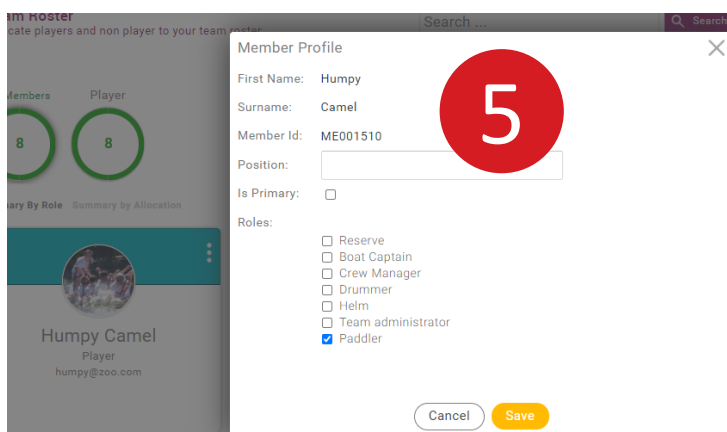
KEY RULES

- Don't add a new team until you have re-used all the ones you already have set up
- If you have a team you are not entering then remove all the paddlers before doing your crew sheet



CREW LISTS

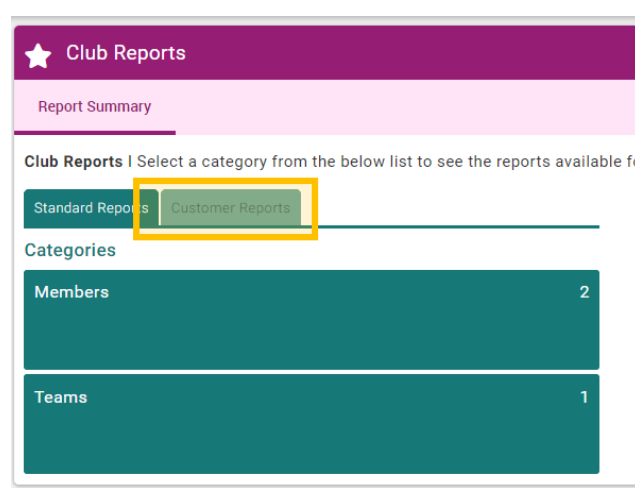
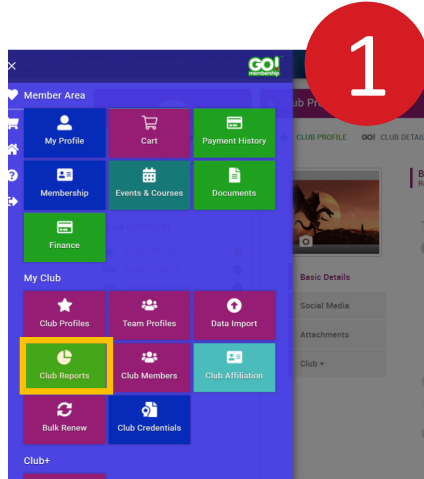
- 1 Select the team you want to make the crew list for
- 2 Select Team Members
- 3 Click Add Members
- 4 Select your members. Click Done.
- 5 Click on the  next to each member, view profile and select their role for that team



Crew Lists

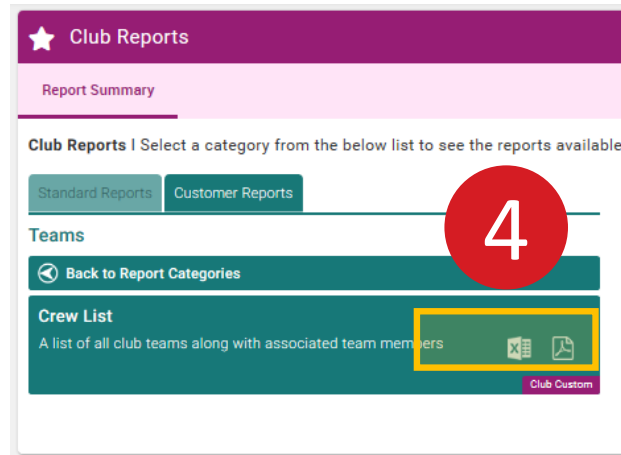
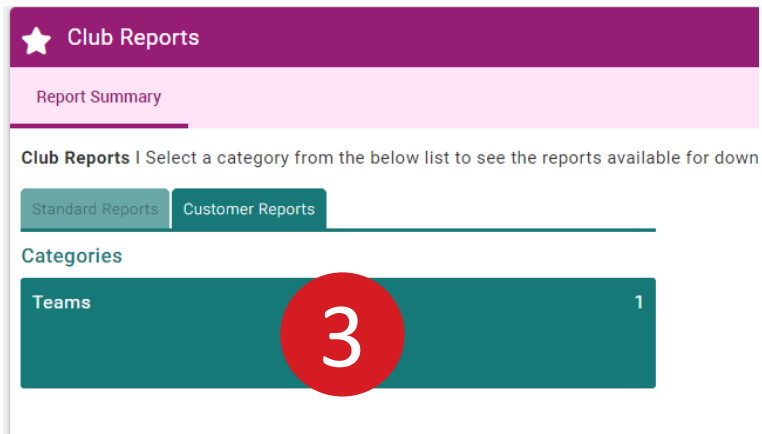
Note that anyone you select as a Team Administrator has access to select and change a team. Make sure you identify helms and drummers.

Ensure that all your selected paddlers and helms are members of the BDA. You must take out day membership if they are not.



CREW LISTS

- 1 Select Club Reports to access page
- 2 Click Customer Reports
- 3 Click on Teams
- 4 Click on either Excel or PDF version to download



Crew Lists

All your teams will download onto a single crew list, this is fine, they will be sorted by team.

British Dragon Boat Racing Association

National League Crew List



Club : Birmingham Dragon

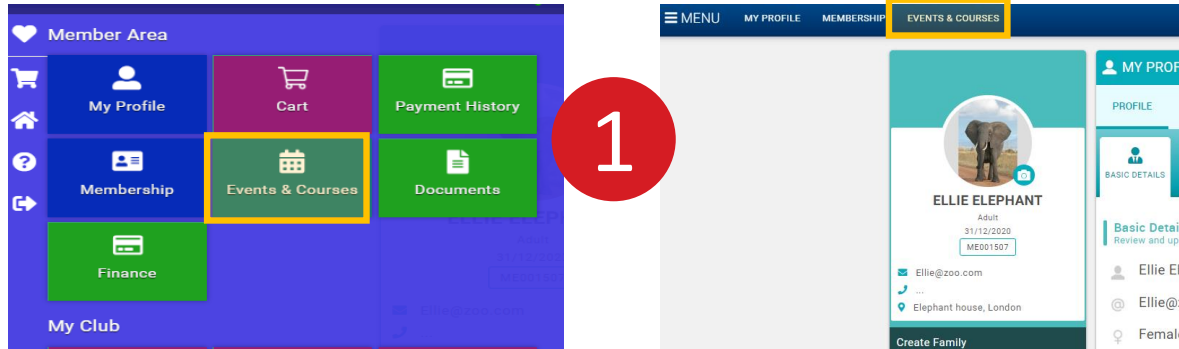
Date : 2020-06-17

Crew Manager Declaration: In accordance with BDA Competition Regulations, I certify that those competitors shown on this Crew List are fit & competent to race & are the only ones who will represent the crew named above, during this competition. I understand that a false declaration may result in the disqualification of the crew or individuals from the event.

Team Name	First Name	Last Name	Team Roles	MID	Gender	Membership Type	Membership Expiry
Brummie Mixed - First Crew	Ellie	Elephant	Player	ME001507	Female	Adult	31/12/2020
Brummie Mixed - First Crew	Tim	James	Player	ME001516	Male		
Brummie Mixed - First Crew	Jane	Junior	Player	ME001518	Female		
Brummie Mixed - First Crew	Jilly	Thomas	Player	ME001515	Female		
Brummie Mixed - First Crew	Slippy	Snake	Player	ME001508	Female		
Brummie Mixed - First Crew	Jane	Smith	Player	ME001512	Female	Adult	31/12/2020
Brummie Mixed - First Crew	Humpy	Camel	Paddler	ME001510	Male	Adult	31/12/2020
Brummie Mixed - First Crew	Henry	Hippo	Player	ME001511	Female	Adult	31/12/2020
Brummie Open - First Crew	Humpy	Camel	Helm	ME001510	Male	Adult	31/12/2020
Brummie Open - First Crew	Henry	Hippo	Crew Manager	ME001511	Female	Adult	31/12/2020
Brummie Open - First Crew	Ellie	Elephant	Drummer	ME001507	Female	Adult	31/12/2020
Brummie Open - First Crew	Frank	Thomas	Player	ME001514	Male		
Brummie Open - First Crew	Jilly	Thomas	Player	ME001515	Female		
Brummie Open - First Crew	Slippy	Snake	Player	ME001508	Female		
Brummie Open - First Crew	Paul	Penguin	Player	ME001505	Female		
Brummie Open - First Crew	Stripy	Zebra	Player	ME001509	Male	Adult	31/12/2020
Brummie Open - First Crew	Tim	James	Team administrator,Paddler	ME001516	Male		
Brummie Open - First Crew	Jane	Junior	Player	ME001518	Female		
Brummie Twos - Open	Jane	Smith	Player	ME001512	Female	Adult	31/12/2020
Brummie Twos - Open	Slippy	Snake	Player	ME001508	Female		
Brummie Twos - Open	Frank	Thomas	Player	ME001514	Male		
Brummie Twos - Open	Jilly	Thomas	Player	ME001515	Female		
Brummie Twos - Open	Stripy	Zebra	Player	ME001509	Male	Adult	31/12/2020
Brummie Women	Jane	Smith	Player	ME001512	Female	Adult	31/12/2020
Brummie Women	Ellie	Elephant	Paddler	ME001507	Female	Adult	31/12/2020
Brummie Women	Jane	Junior	Paddler	ME001518	Female		
Brummie Women	Jilly	Thomas	Player	ME001515	Female		
Brummie Women	Stripy	Zebra	Player	ME001509	Male	Adult	31/12/2020

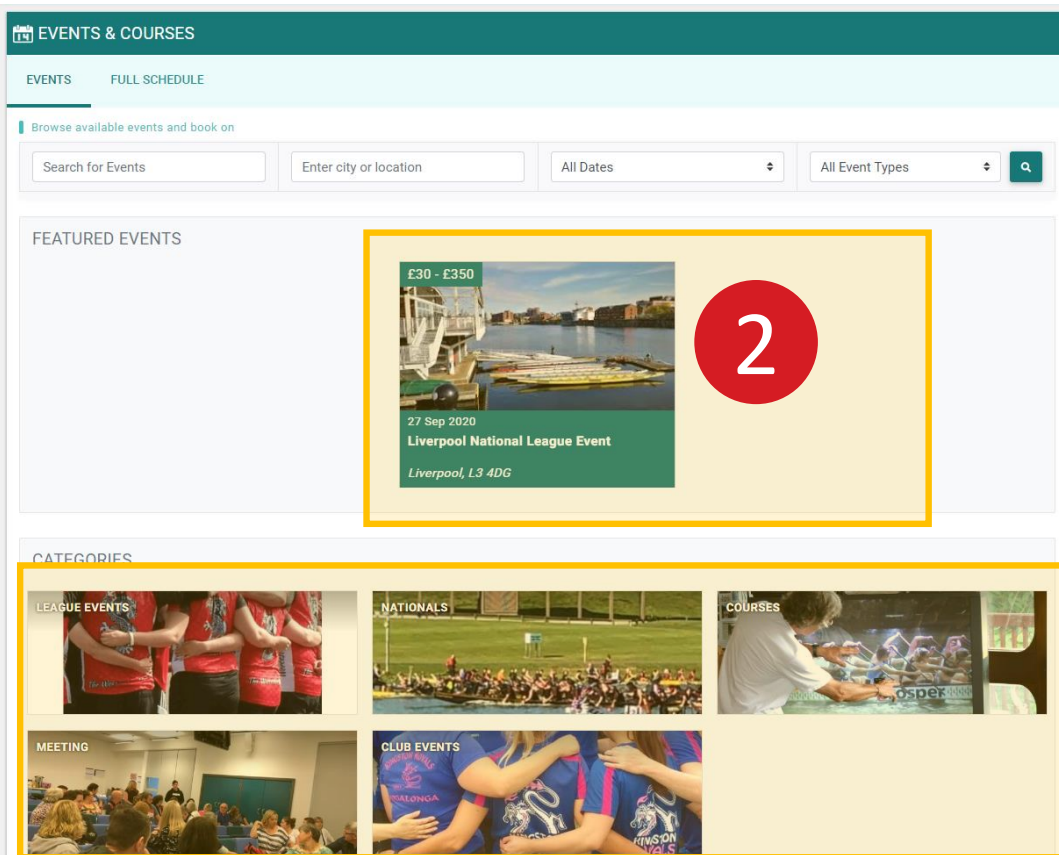
THINGS TO NOTE ABOUT CREW LISTS

1. For now, you need to download, print and submit your crew list on the day as you would have done previously. Alternatively you can email your crew list to crew_lists@thebda.org.uk
2. Ensure that all your selected paddlers and helms are members of the BDA. You (or the member) must take out day membership if they are not. You/they need to register on the platform to take out day membership. Day membership can only be taken out for a registered user once in a season. After this they must become a full member of the BDA. They will get the cost of the day membership discounted from their membership. Please do not leave day memberships until the day of the race and expect the officials to do it for you.
3. We know that if you download the Excel version you can change the membership status, so we will be doing random checks, don't even consider it. The officials will have a separately generated list.....!
4. The system will not stop you adding a member to more than one crew, so make sure you haven't used the same members between First and Second crews.



EVENTS

- 1 Click on Events & Courses to access
- 2 Select the Event you want to enter. If you don't see it in Featured Events click on the Category below to find it.



The screenshot shows the 'Liverpool National League Event' page. At the top, there are tabs for 'EVENTS' and 'FULL SCHEDULE'. Below this is a 'BACK TO EVENTS' link. The event title 'Liverpool National League Event' is followed by the date and time 'Sun, 27 Sep @ 09:00'. A red circle with the number '3' is placed over the event title and date.

The page is divided into several sections:

- Location and Dates:** Includes a map of the Liverpool Watersports Centre area, showing Queen's Dock, Coburg Dock, and the Mariner's Wharf. Below the map, the address 'Liverpool Watersports Centre, 110 Mariners Wharf, Liverpool, L3 4DG' and the event date 'Sunday, 27 September 2020 @ 09:00' are listed.
- Booking Details:** Features two buttons: 'Book as an individual' and 'Club booking'. The 'Club booking' button is highlighted with a yellow border and a red circle with the number '3' above it.
- Event Details:** A large yellow-bordered section containing:
 - Entry Classes:**
 - Open** - 16-20 paddlers of either gender
 - Mixed** - 16-20 paddlers with a maximum of 10 of either gender
 - Women** - 10-14 paddlers, all women
 - Entry Fees:** A note stating that entry fees are set out in the Booking Details and that late entry (less than 7 days before the event) incurs a 20% surcharge. Entries close at 9:00 am two days before the event.
 - Event Details:** A note stating that events will be held over 200m on a straight course, a slalom race around buoys, and a long distance pursuit race.
- Contact Details:** A section with a red circle and the number '2' containing contact information for Jim Smith: 'test@test.com' and '0789521587'.

EVENTS

- 1 Read the event information
- 2 Any queries should be sent to the Event Organiser
- 3 Select club booking to book

EVENTS & COURSES

EVENTS FULL SCHEDULE

← BACK TO EVENT Confirm booking (0)

Birmingham Dragon Club booking (Liverpool National League Event)
Sun, 27 Sep @ 09:00

Open - BDA registered crew (0) Women - BDA registered crew (0) Mixed - BDA registered crew (0) Mixed - non-BDA registered crew (0)
Women - non-BDA registered crew (0)

Search...

Open - BDA registered crew - £175
16-20 paddlers, either gender. The club must have BDA club membership. If this entry is not for the First Crew of a club then an Additional Crew membership must also have been taken out. If an Additional Crew is not registered then the entry can be made as a non-BDA registered crew. All paddlers and helms must be members of the BDA or take out day membership.

Name	Team ID	Category	Email	
Brummie Open	TE000043	First Crew		<input type="checkbox"/>
Second Crew	TE000044	Second Crew		<input type="checkbox"/>

2

Tick the box to select the team(s) you want to enter in the event

EVENTS

- 1 Select a class you want to enter
- 2 Check the description for each entry type to make sure you qualify
- 3 Select the team you want to enter
- 4 Click confirm booking to check out and [pay](#)

Event Bookings

Ensure you have set up your team before you try and book an event.

Please read the descriptions for each entry type carefully and ensure that your club and crew have the correct membership.

You can book all your teams at the same time or separately.

Checkout & Payment

1 Order Review 2 Confirm Payment

Below is a summary of your order, please review and then select a payment option.

Order Summary


Total items 1
Item saved for later 0

Net Total £175.00
Total (GBP) £175.00

Pay via Bank Pay with Card

VISA DISCOVER MASTERCARD AMERICAN EXPRESS

[Remove All](#)

ITEM SUMMARY	QTY	NET TOTAL	TAX	TOTAL
 <p>Open - BDA registered crew (Brummie Open) - Liverpool National League Event (EV000041) Azolve Gomembership 16-20 paddlers, either gender. The club must have BDA club membership. If this entry is not for the First Crew of a club then an Additional Crew membership must also have been taken out. If an Additional Crew is not registered then the entry can be made as a non-BDA registered crew. All paddlers and helms must be members of the BDA or take out day membership.</p> <p>Save for Later Remove</p>	1	£175.00	£0.00	£175.00

ITEMS SAVED FOR LATER (0) [Hide saved items](#)

[Update](#)

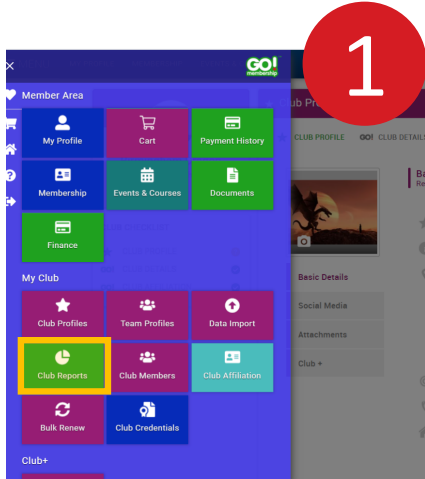
Order Summary

Total items 1
Item saved for later 0

Net Total £175.00
Total (GBP) £175.00

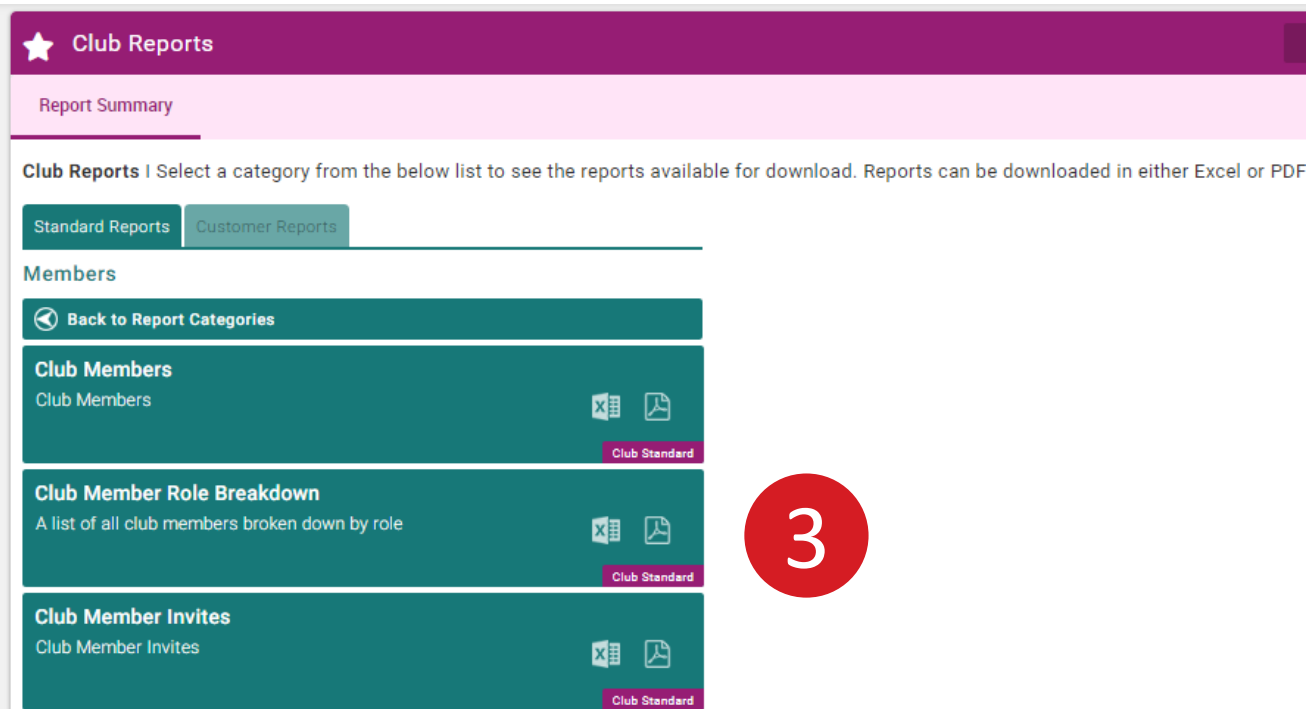
PAYMENT

- 1 Check the summary
- 2 You can pay by direct debit or with a card



CLUB REPORTS

- 1 Select Club Reports
- 2 Click Members
- 3 Click on the Report you want. The report downloads to your Downloads folder.



Other Reports

If there is any other information you require based on information held in the system it may be possible for the BDA to run other reports for you. Please contact us and we'll try to help.

1

2

3

Member Area

My Profile Cart Payment History

Membership Events & Courses Documents

Finance

My Club

Club Profiles Team Profiles Data Import

Club Report

MENU MY PROFILE MEMBERSHIP EVENTS & COURSES

DOCUMENTS

Reference	Documents Title	Date	Resource Category	Type	
<input type="checkbox"/>	D000012	DBS Certificates Process	18/06/2020	Safeguarding	Help Document
<input type="checkbox"/>	D000011	Club Admin Training Document	18/06/2020	Membership and Events Plat...	Help Document
<input type="checkbox"/>	D000010	Club Welfare Officer DBS Check Form	11/06/2020	Safeguarding	Form
<input type="checkbox"/>	D000005	End User Agreement		Statutory Documents	
<input type="checkbox"/>	D000003	Privacy Policy		Statutory Documents	

Documents - Published

Document Title: DBS Certificates Process

Summary: The process to be followed by members and club welfare officers to upload a DBS credential.

Resource Category: Safeguarding

Document Type: Help Document

Date: 18/06/2020

Attachment: Upload

File Name	Comment
DBS process.pptx	Version 1 used for Club Admin training

Remove Save

BDA DOCUMENTS

- 1 Select Documents
- 2 Click on the document you want to download
- 3 Click on the Attachment

Documents

This section holds BDA documents. We will be working to expand this over time. All the Help documents relating to the platform will be stored there.

Club

Check club affiliation

Check your BDA club membership is showing. Ask us if you think it is not correct.

Add other club officers and administrators

We recommend at least two club administrators. They will receive most of the BDA communications replacing the Crews@ address.

Add club profile information

Fill in as much info as you can. It will help the BDA to know clubs better and may be used on the BDA club finder later

Members

Please check all members have filled in date of birth

This is really important to ensure that they are offered the correct membership when they renew

Ask all members to fill in profile information

Profile info will help you manage the club particularly safety and medical info.

Chase up registration and encourage joining

If there are members you know have registered or joined but are not showing in your club ask them to log in and add your club to their profile.

Check existing members without email addresses

There are a few members who have not provided email addresses. They need to be chased to do so.

Qualifications and Credentials

Check DBS certificates

All Level 2 Coaches and Club Welfare Officers need a DBS certificate. Add any missing information.

Check helm and coaching qualifications

Add any missing information. It will be checked by the BDA against existing records and approved.

Ensure coaches are BDA members

Coaches should be members at all times to provide continuity of personal liability insurance.

CLUB ADMIN CHECKLIST

- Fill in your club profile and club roles
- Check all your club members are registered on the system and added to your club whether they are a BDA member or not. Encourage them to fill in the safety and medical information for you.
- Check all your club members' qualifications and DBS checks are shown
- Set-up at least two members of the club as Club Administrator
- Check all your coaches are BDA members
- Practice setting up a team, selecting your club members and producing a crew list
- Brief your club welfare officer on the updated system for DBS Checks
- Download a report
- Update your membership forms (see next slide)
- Check everyone has amended their date of birth. This is important to ensure they are offered the correct membership next year.

CLUB MEMBERSHIP FORMS

It's important to the BDA Executive Committee that we know who is a member of our clubs even if they are not BDA members. This is because they are covered by some insurance that comes with your club membership rather than just their individual membership. Additionally it gives us information that we need as we implement our new strategy and look for ways to grow and improve the sport. We therefore need you to either ask your members to register or to do it for them when they join your club. They do not need to take out BDA membership at this stage.

We recommend that you update your club membership forms to include consent for you to share your members' data with the BDA on the new platform.

Sharing Data with the British Dragonboat Racing Association.

We may share your personal information with the British Dragon Boat Racing Association (BDA) whether you choose to become a BDA member or not. This is to provide insurance for our club activities and to allow them to properly administer the sport. If we share your information the BDA will provide you with access to the digital platform to administer your details. The BDA will contact you to invite you to sign into and update your details. The platform will allow you to set and amend your privacy settings. You can also request your account is deleted should you decide to leave the club.

I STILL NEED HELP!

Contact: chris.bailey@thebda.org.uk

I do work full time 😞 alongside the work on the BDA Exec so please be patient if it takes a bit of time to get back to you.

We are looking for Club Super-Admin users around the country, so if think you could help out being a contact for other clubs please let me know and help us continuously improve our sport.